

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

Call to Order

Mayor McAleer called the meeting to order at 7:00 P.M.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call for the Wednesday, April 25, 2012 Plan Commission meeting:

Present

Ed McAleer, Mayor
Michele DeYoe, Ald.

Kent Attwell

Kevin Fitzgerald

Dan Jashinsky

Matthew Katz

Tony Drake

Tim Schuenke, Administrator

Gina Gresch, Clerk-Treasurer

Scott Hussinger, Building Inspector

Absent

Chris Smith

Roger Dupler, Planner

1. Approve Plan Commission meeting minutes of March 28, 2011 meeting.

K. Fitzgerald stated the motion regarding the Main Street Commons lighting should reflect that he voted no and K. Attwell votes yes.

M. DEYOE MOVED TO APPROVE THE MARCH 28, 2012 PLAN COMMISSION MEETING MINUTES WITH CORRECTIONS. D. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. City of Delafield Citizen's Comments pertaining to subjects on this agenda.

K. ATTWELL MOVED TO CLOSE CITIZEN'S COMMENTS PERTAINING TO SUBJECTS ON THE AGENDA AT 7:03 P.M. M. DEYOE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

3. Consent Agenda (Recommended approvals in accordance with the staff report).

- a. **DELIC 0736.988.001, at the intersection of Campbell Trace and STH 83, Hartland. Owner: lone Morris Living Trust. Applicant: Suzanne Dauer.** Applicant seeks approval of a Temporary Business Plan of Operation to sell sweet corn. Hours of Operation are July 1 through September 30, Sunday through Saturday, 8AM to 7PM.
- b. **DELIC 0807.978.008. 350 Austin Circle, Delafield. Owner: Rick Jinkins. Applicant: 5 Alarm Fire.** Applicant seeks approval of a Temporary Business Plan of Operation for an outdoor firefighter vehicle extrication course on May 5 and May 6, 2012 from 8AM to 3PM.
- c. **DELIC 0792.056.001, 525 Milwaukee Street, Delafield. Owner: Jason & Susie Steiner. Applicant: David Smits.** Applicant seeks approval of a Business Plan of Operation for an outdoor adventure outfitter, Glacier Springs Adventures Company, LLC. Hours of Operation are Sunday through Saturday, 6AM to 11PM with 2 part time and 1 full time employees.
- d. **DELIC 0793.014.023, 631 Genesee Street, Delafield. Owner: Ace Delafield Properties, LLC. Applicant: Curtis Lamon.** Applicant seeks approval of a Business Plan of Operation for a retail furniture store, Elements East. Hours of Operation are Weekdays 10AM to 10PM, Saturday 9AM to 10PM and Sunday Noon to 4PM.

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

M. DEYOE MOVED TO APPROVE THE ITEMS ON THE CONSENT AGENDA IN ACCORDANCE WITH THE STAFF REPORT. K. ATTWELL SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

4. Final Consideration, Approvals, Previous Approval.

- a. **DELIC 0751.074 & 0751.075.001, 2444 Woodland Drive. Owner/Applicant: Michael & Rebecca Stawicki.** Owner/Applicant seeks final approval of a Final Certified Survey Map to consolidate multiple sliver parcels into one legal conforming lot.

FROM PLANNER DUPLER'S STAFF REPORT: The proposed CSM is presented for Plan Commission consideration. The intent of this survey instrument is to consolidate the existing parcels into one. As a simple lot consolidation Staff has placed this item on the agenda for final consideration rather than requiring a preliminary review and approval. At this time the City may consider additional dedication of right-of-way in order that Woodland Drive is made consistent with City standard right-of-way widths. However, the reality is that the ideal right-of-way will never be realized here. The existing conditions would require an incredible amount of cooperation from a large number of residents, in many cases the additional right-of-way would result in the creation of nonconforming lots due to decreased front setbacks. In this instance the narrow right-of-way should be accepted as a permanent condition and any attempts to enlarge it are impractical. Recommendation: Approval, contingent upon resolution of the items in the surveyor's review letter, sans the additional right-of-way dedication.

M. DEYOE MOVED TO APPROVE THE FINAL CERTIFIED SURVEY MAP TO CONSOLIDATE MULTIPLE SLIVER PARCELS INTO ONE LEGAL CONFORMING LOT AND RECOMMENDATION TO THE COMMON COUNCIL OF THE SAME FOR DELIC 0751.074 & 0751.075.001, 2444 WOODLAND DRIVE. OWNER/APPLICANT: MICHAEL & REBECCA STAWICKI. M. KATZ SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

8. Reports of City Officials:

- a. Administrator

T. Schuenke stated last month the Plan Commission set a public hearing date for tonight for the Delafield Woods TIF proposal. When he and the financial consultant got into the details of the plan, they decided that the May Plan Commission date would be a better date for the public hearing due to the amount of work that has to be done and the tight timeline they have to follow. Instead of rushing to get it done for April, they decided to push it off to May. He expects the project plan to be delivered and available for public review on or before May 15. If it is available before then, the City will notice that. Also, the Joint Review Board will hold its first meeting on Thursday, May 24 at 5pm at City Hall. Their first meeting will be organizational and they will be able to ask questions about the project plan. The Joint Review Board can't take any action until after the public hearing has been held.

- b. Clerk

1. Public Hearing Dates

- a. May 30 (Meeting); May 2 (PH Deadline); May 16 (Reg. Deadline)

2. Correspondence

- c. Planner

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

T. Schuenke gave the Planner's report and stated that he received a phone call from Larry Schober who owns two four unit apartment buildings on Kettle Cove Court. Mr. Schober wants to know if he can lease the apartments on a short term basis. He and Planner Dupler think Mr. Schober is looking at something similar to a timeshare. He and Planner Dupler checked the municipal code and couldn't find anything regulating this so he and the Planner are not sure what to do. They thought maybe a Business Plan of Operation would be required but that indicates that business is being conducted in a residential district, which is not the case. Does the City want to allow this type of use? This would be no different than renting an apartment for a month. Another issue related to this is the use of the boat slips. E. McAleer stated he is interested in getting an opinion from the City Attorney on this issue. D. Jashinsky asked how tourist cities in Florida handle timeshares. E. McAleer stated everything the City has done in the last 30 years has been done to discourage pyramiding and multiple uses. K. Attwell stated he has seen ads on Craigslist for house rentals on Lake Nagawicka for a week in the summer. E. McAleer stated this may be an appropriate use but maybe the City needs to establish a definition of time in the municipal code.

d. Building Inspector

S. Hussinger stated there were 41 building permits to date and two occupancy permits this month.

PUBLIC HEARING #1:
OWNER / APPLICANT:
MATTER:

CONDITIONAL USE AMENDMENT TO ALLOW FOR A CEMETERY

Nashotah House Theological Seminary

Applicant seeks approval of a Conditional Use Amendment to allow for the operation of a cemetery as part of their Conditional Use and to amend the campus Master Plan accordingly.

Rich Longbaugh, Seminary Provost, stated the Seminary has had a cemetery on four acres for more than 160 years. The plan is to expand that into a more formally organized cemetery. Currently, the cemetery is not a part of their operating plan and they are looking to formalize it so they are in compliance with City and State rules.

K. FITZGERALD MOVED TO CLOSE PUBLIC COMMENTS PERTAINING TO THE NASHOTAH HOUSE THEOLOGICAL SEMINARY CEMETERY PUBIC HEARING AT 7:31 P.M. T. DRAKE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

4. Final Consideration, Approvals, Previous Approval.

- b. **DELC 0622.999.001, 2777 Mission Road, Nashotah. Owner: Nashotah House Theological Seminary. Applicant: Mark Powers, Lake Country Engineering.** Applicant seeks final approval of the amended Conditional Use Site Plan and recommendation to the Common Council of the same.

FROM PLANNER DUPLER'S STAFF REPORT: The Seminary returns to the Plan Commission this month for consideration on amending their Conditional Use Site Plan. The proposal plans to expand their area dedicated for expansion of their existing cemetery use. The revised site plan will be incorporated into the existing Conditional Use. The proposed location does not conflict with any of the other elements of their master land use plan and may be approved as a simple site plan amendment. At this time the Seminary is not petitioning for a land division or a cemetery plat, only the approval to amend the site plan. Eventually the Seminary will return for City review and approval of the appropriate land division documents. Recommendation: Approval, recommend to City Council accordingly after conducting the public hearing.

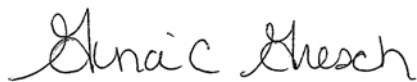
CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

K. FITZGERALD MOVED TO APPROVE THE AMENDED CONDITIONAL USE SITE PLAN AND RECOMMENDATION TO THE COMMON COUNCIL OF THE SAME, FOR DELC 0622.999.001, 2777 MISSION ROAD, NASHOTAH. OWNER: NASHOTAH HOUSE THEOLOGICAL SEMINARY. APPLICANT: MARK POWERS, LAKE COUNTRY ENGINEERING. K. ATTWELL SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

5. Plans of Operation, Signage and Site Plan.
6. Preliminary
7. Zoning and Ordinance Revision.
8. Reports of City Officials: ****Clerk's Note: See verbiage above.****
 - a. Administrator
 - b. Clerk
 1. Public Hearing Dates
 - a. May 30 (Meeting); May 2 (PH Deadline); May 16 (Reg. Deadline)
 2. Correspondence
 - c. Planner
 - d. Building Inspector
9. Adjournment.

K. FITZGERALD MOVED TO ADJOURN THE APRIL 25, 2012 PLAN COMMISSION MEETING AT 7:32 P.M. M. DEYOE SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED.

Minutes Prepared By:



Gina C. Gresch, MMC/WCPC
City of Delafield Clerk-Treasurer
Waukesha County